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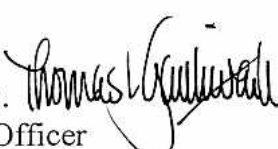
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April 23, 2004

TO: Each Supervisor

FROM: Thomas L. Garthwaite, M. D. 
Director and Chief Medical Officer

SUBJECT: **NOTICE OF INTENT TO EXTEND EXISTING INFORMATION
TECHNOLOGY SUPPORT SERVICE MASTER AGREEMENT (ITSSMA)
WORK ORDERS N01-0023 AND N01-0024 WITH ASSOCIATED
SOFTWARE CONSULTANTS, INC.**

This is to advise you of my intent to request that the Internal Services Department (ISD) amend two current ITSSMA Work Orders, No. N01-0023 and N01-0024 with Associated Software Consultants, Inc. (ASCI). This would effectively extend the term of each Work Order by 17 months, to September 30, 2005 and to increase the amount of the two Work Orders by \$454,751.97 to bring the grand total for these Work Orders to \$1,713,920.97.

Background

The Information Systems Department at LAC+USC Healthcare Network (HCN) provides all database development, maintenance and support for the entire Network which is comprised of LAC+USC Medical Center, Women's and Children's Hospital and three Comprehensive Health Centers. This involves Microsoft SQL, Access database in Windows 2000, and DG operating systems environment. Also, LAC+USC is implementing Order Management for all ancillary departments that require custom reports not available from the Hospital Information System (HIS). The aforementioned reports are generated by SQL using imported patient info from HIS to SQL, and customized manipulation. Information Services Department maintains databases related to JACHO and other regulatory offices – all of which are critical to LAC+USC Healthcare Network.

Work Orders N01-0023 for \$143,700 and N01-0024 for \$153,101 were awarded to ACSI through the ITSSMA competitive bidding process and were executed on April 1, 2000. In the memo dated January 19, 2001, your Board was advised of the first amendment to these Work Orders that brought the total amount to \$1,259,169.40. The term of the amended Work Orders is March 1, 2001 to April 30, 2004.

Scope of Work

The scope of work will remain unchanged. The consultants will continue to carry out the following tasks:

- Model relational databases for the SQL Database Management System (DBMS) and creating/altering databases.
- Analyze database structure to determine required tuning parameters, including sizing and the establishment of appropriate rollback segments.
- Design and document data loading/conversion plans.
- Setting up and testing of data loading/conversions.
- Preparation of and implementing backup strategies for various SQL and Microsoft ACCESS databases.
- Development and maintenance of the Employee Health Services database system; modification of calendar to allow unlimited number of providers to be scheduled.
- Develop an application called "Nosocomial Infection Surveillance System" (NISS) to discover and track outbreaks of bacterial infection throughout the hospital. The system is designed to download data from the Misys Laboratory System every 15 minutes to capture critical values and store them on SQL server so various reports can be printed from the NISS on-line application.
- Development and maintenance of the Graduate Medical Education (GME) Staff Information and Education Tracking System. This system is to maintain medical staff personal information and educational data to track medical training programs.
- Development and maintenance of the Attending Staff Office database. This database keeps track of all licensing information for Medical Doctors throughout the network.

Justification

LAC+USC HCN recommends the extension of the two Work Orders by a 17 months period (05/01/04-09/30/05) due to the scope and complexity of the database management projects. LAC+USC HCN lacks the personnel with the requisite expertise in every mentioned area that can provide the level of work needed to adequately meet the requirements of these projects.

Currently, this facility has requested allocation of two (2) Senior Programmer Analysts positions in the budget request for FY 04-05 under the Order Management & Document Imaging project. Once allocated, recruitment efforts will be underway to replace the two programmers.

Additionally, DHS will report to ISD every six months on our attempts to recruit appropriate personnel and once the knowledge transfer is completed, the work orders will be terminated.

Fiscal Impact

The hourly rates for each contractor will remain the same during the extended term. The maximum County obligation under these two Work Orders based on the hourly rate of the current technicians, and including the extension is as follows:

Work Order No. N01-0023

Total Dollar Amount (04/01/00–04/30/04)	\$608,490.80
17 Month Extension (05/01/04 – 09/30/05)	<u>219,757.79</u>
Subtotal	\$828,248.59

Work Order No. N01-0024

Total Dollar Amount (04/01/00–04/30/04)	\$650,678.60
17 Month Extension (05/01/04 – 09/30/05)	<u>234,993.78</u>
Subtotal	\$885,672.38

Grand Total for Both Work Orders	<u>\$1,713,920.97</u>
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LAC+USC HCN has included this funding in FY 2003-04 Internal Services Department/ Information Technology Service (ISD/ITS) Customer Direct budget.

If there is no comment received on this memo within two weeks, then DHS will instruct ISD to execute the Work Order Amendment.

If you have any questions or need additional information, please contact Oscar N. Autelli, Chief Information Officer of LAC+USC HCN at (323) 226-6866.

TLG:gc

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Acting Director, Internal Services Department

NOTED AND APPROVED:

Jon W. Fullinwider
Chief Information Officer

Date